

How to Buy Surplus Furniture in e-SHOP

Surplus office furniture (e.g., chairs, desks, file cabinets) is available for purchase by any unit for Cornell business use through Sedgwick Business Interiors via e-SHOP.

All Cornell staff can access e-SHOP from the Procurement website or Procurement Gateway or KFS main menu.

- <http://procurement.cornell.edu>
- <https://gateway.procurement.cornell.edu/>
- <https://kfs-prod.adminapps.cornell.edu/kfs-prod/portal.jsp>

To view the items available, use the Sedgwick punch-out site in e-SHOP.



The image shows a screenshot of the Cornell Procurement Gateway website. On the left side, there is a navigation menu with several options. The 'e-SHOP' option, which includes the text 'Cornell University Online Buying', is circled in red. A red arrow points from this circled link to a larger screenshot of the e-SHOP interface on the right. In this interface, under the heading 'Office Supplies, Equipment and Furniture', there are several supplier tiles. The 'Sedgwick Business Interiors' tile is highlighted, and a tooltip is visible over it, listing 'PunchOut' and 'Cornell's Supplier Page' as options. Other supplier tiles include Staples, OfficeMax, Complete Book, Eagle, and Eastern.

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- From the Sedgwick punch-out site, select “CORNELL’S USED FURNITURE INVENTORY”
- This selection will take you to the detailed surplus furniture list with photos, descriptions, condition, and quantities.

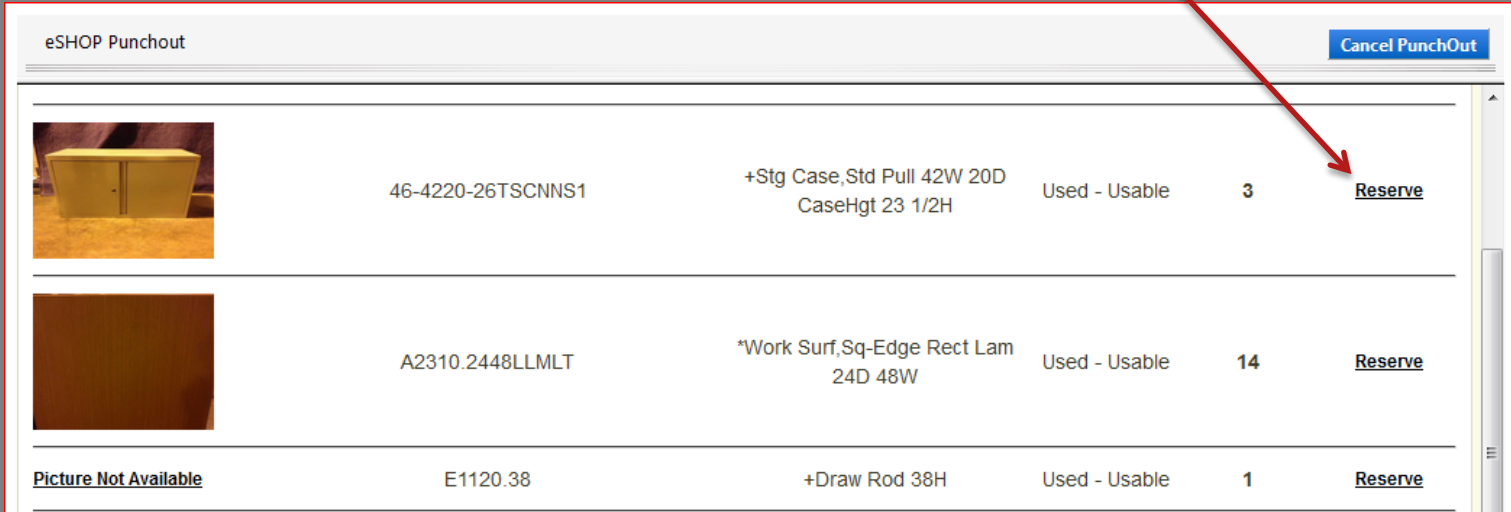
The screenshot shows the Sedgwick eSHOP Punchout homepage. At the top, there is a navigation bar with 'Main Menu', 'Maintenance', and 'Administration'. Below that, there are links for 'Home', 'Cornell', and 'Weill'. The main content area features a 'FURNITURE OFFERINGS' section with a red oval highlighting the link 'CORNELL'S USED FURNITURE INVENTORY'. Other options include 'AIM (ASSET INVENTORY MANAGEMENT)'. Logos for Cornell University and Weill Cornell Medical College are also visible.

The screenshot shows the detailed surplus furniture list. A red arrow points from the 'CORNELL'S USED FURNITURE INVENTORY' link in the previous screenshot to the top of this page. The page displays a table of furniture items with columns for Image, Part Number, Description, Condition, Quantity Available, and Reserve Items.



Image	Part Number	Description	Condition	Quantity Available	Reserve Items
Picture Not Available	46-3015-OB-68SS1210TFEUNS4B1	+Bkcase,Frstnd.No Doors 30W 65 5/8H	Used - Usable	1	Reserve
	46-4220-26TSCRHS1	+Stg Case,Slid Pull 42W 20D Casehgt 23 1/2H	Used - Usable	3	Reserve
	A2310 2448LLMLT	*Work Surf,Sq-Edge Rect Lam 24D 48W	Used - Usable	14	Reserve

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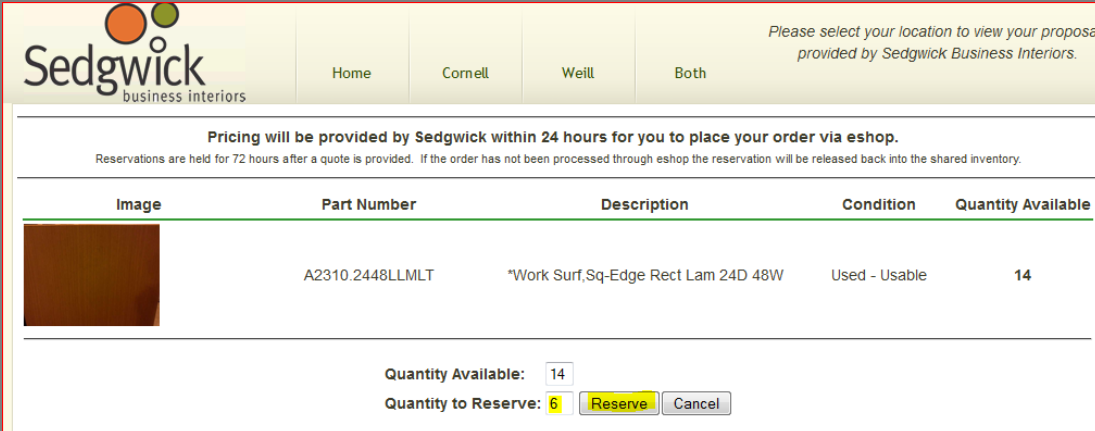
To receive a price quote on any item that you may wish to buy, click the **Reserve** link.



eSHOP Punchout Cancel PunchOut

	46-4220-26TSCNNS1	+Stg Case, Std Pull 42W 20D CaseHgt 23 1/2H	Used - Usable	3	Reserve
	A2310.2448LLMLT	*Work Surf, Sq-Edge Rect Lam 24D 48W	Used - Usable	14	Reserve
Picture Not Available	E1120.38	+Draw Rod 38H	Used - Usable	1	Reserve

You may reserve all, or a portion of the available inventory by entering the quantity you desire and clicking the Reserve button.




Sedgwick
business interiors

Home Cornell Weill Both

Please select your location to view your proposal provided by Sedgwick Business Interiors.

Pricing will be provided by Sedgwick within 24 hours for you to place your order via eshop.
Reservations are held for 72 hours after a quote is provided. If the order has not been processed through eshop the reservation will be released back into the shared inventory.

Image	Part Number	Description	Condition	Quantity Available
	A2310.2448LLMLT	*Work Surf, Sq-Edge Rect Lam 24D 48W	Used - Usable	14

Quantity Available:


Quantity to Reserve: [Reserve](#) [Cancel](#)

How to Buy Surplus Furniture in e-SHOP

- Pricing will be provided by Sedgwick within 24 hours.
- Reservations of inventory are held for 72 hours after a quote is provided.
- If an order has not been processed through e-SHOP within 72 hours, the reserved items will be released back into the shared inventory.

You may return to the list to Reserve More Items, or you may Finish Reservation with the items in your cart.

Pricing will be provided by Sedgwick within 24 hours for you to place your order via eshop.
Reservations are held for 72 hours after a quote is provided. If the order has not been processed through eshop the reservation will be released back into the shared inventory.


Image	Part Number	Description	Condition	Quantity Available
	A2310.2448LLMLT	*Work Surf,Sq-Edge Rect Lam 24D 48W	Used - Usable	14

How to Procure Surplus Furniture in e-SHOP

- To complete your reservation, click the “Finish Reservation” button
- Review your reservation
- Edit or remove items if necessary
- Click “Confirm Quantities” when you are satisfied with your list

Pricing will be provided by Sedgwick within 24 hours for you to place your order via eshop. [Checkout \(6 items\)](#)


Reservations are held for 72 hours after a quote is provided. If the order has not been processed through eshop the reservation will be released back into the shared inventory.

Image	Part Number	Description	Condition	Total Quantity Available	Additional Quantity Available	Quantity to Reserve	Edit Quantity
	A2310.2448LLMLT	*Work Surf,Sq-Edge Rect Lam 24D 48W	Used - Usable	14	8	6	Edit Remove

How to Buy Surplus Furniture in e-SHOP

- To complete your reservation, enter your contact information and click the “Reserve” button
- Sedgwick Business Interiors will email you with a quote number
- To return to e-SHOP, click the “Cancel PunchOut” button in the top right corner of the screen

eSHOP Punchout



Home Co

Pricing will be provided by Sedgwick
Reservations are held for 72 hours after a quote is provided. If the order h

* Denotes Required Field

* First Name:

* Last Name:

* Email Address:



* Phone Number:

* Building Name:

* Floor Number:

* Room Number:

Additional Notes:



Home Cornell Weill Both

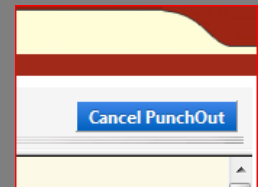
Please select your location to view your proposal provided by Sedgwick Business Interiors.

Pricing will be provided by Sedgwick within 24 hours for you to place your order via eshop.
Reservations are held for 72 hours after a quote is provided. If the order has not been processed through eshop the reservation will be released back into the shared inventory.

Thank you for your reservation. You will be contacted by a Sedgwick representative to provide you with a quote number to order through eshop.

If you have any questions prior to receiving your quote, please contact Sedgwick at 315-424-1500 or by email customerservice@sedgwickbusiness.com

Quantities are not guaranteed and are subject to change



How to Buy Surplus Furniture in e-SHOP

1. Once you receive the quote number from Sedgwick, login to e-SHOP and the Sedgwick punch-out site to view the pricing quote. The quote includes costs for storage fees and delivery.
2. From the Sedgwick site, click the “Cornell” tab.
3. Enter the quote number in the Search window and click the “Search” button.
4. Click on the quote number to retrieve your quote.
5. The quote will then be presented to you in a shopping cart. If you wish to purchase the items, click the “Buy Now” button.

Your shopping cart will then return to e-SHOP and the ordering process will follow all of the standard steps.

The screenshot illustrates the eSHOP Punchout interface. It shows the Sedgwick logo and navigation tabs for Home, Cornell, and Weill. A search box for Sedgwick Quotes is visible, along with a search button. A table displays quote details, and a details page for a specific quote is shown with a 'Buy Now' button.

Step 1: Search Sedgwick Quotes

Step 2: Click the “Cornell” tab.

Step 3: Enter the quote number in the Search window and click the “Search” button.

Step 4: To view the details of your quote, click on quote number below

Quote #	Description	Total Price	Customer Name	Customer Contact
<u>291.043</u>	1300G MVR/K.Mahoney/Labor	\$37.5	Kristine Mahoney	(607) 255-6128

Step 5: Details for Quote Number 291.043

Thank you very much for partnering with us.
We appreciate your support and value your business.

Proposal #	Description	Total Price	Customer Name	Customer Contact
291.043	1300G MVR/K.Mahoney/Labor	\$37.5	Kristine Mahoney	(607) 255-6128

Buttons: Buy Now, Print